

State of Rhode Island

Department of Human Services

Request for Proposals

**Network Development Grants
for
Comprehensive Child Care Services Networks**

1. INTRODUCTION
1.1 General Information

REQUEST FOR PROPOSALS
RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
DIVISION OF INDIVIDUAL AND FAMILY SUPPORT SERVICES

The Rhode Island Department of Human Services (DHS) is soliciting proposals from qualified public and private organizations for the development, start-up, and implementation of certified Comprehensive Child Care Services Networks as defined in Certification Standards for Comprehensive Child Care Services Networks published by the Department in January 2000. At the date of the grant application, applicants must also submit a full and complete application for certification as a Comprehensive Child Care Services Network. Entities awarded grants under this RFP must be able to successfully complete the certification process within one year of the date of the award. These Networks must be designed to increase community capacity to provide low income children age 3 through entry to Kindergarten and their families, with comprehensive child care services which include child care enhanced by services to support: children's health and program safety; a quality early education experience; children's mental wellness; meaningful inclusion and early education for children with disabilities; healthy nutrition for children; family education and empowerment; and linkages and partnerships between service providers, local schools and other organizations in the community.

Only collaborative partnerships of service providers applying for certification as a potential Comprehensive Child Care Services Network may participate in this Request for Proposals. As directed by the RI Children's Cabinet Panel on the Expansion and Enhancement of Early Education and Care for Low-Income Children, priority for allocation of funds will be given to applicants providing service in communities where there is a high incidence of eligible children not currently receiving comprehensive child care services.

RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
NON-DISCRIMINATION NOTICE

In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and Title IX of the Education Amendments of 1970 (20 U.S.C. 1681 et seq.), the U.S. Department of Health and Human Services implementing regulations (45 C.F.R. Parts 80 and 84), and the U.S. Department of Education implementing regulations (34 C.F.R. Parts 104 and 106), the Rhode Island Department of Human Services (DHS), does not discriminate on the basis of race, color, national origin, disability or sex in acceptance for or provision of services, employment, or treatment, in its educational and other programs and activities. Under the provisions of applicable law, DHS does not discriminate on the basis of age, religion, or sexual orientation.

1.2 Anticipated Schedule

The following timetable is anticipated for the procurement process:

ACTIVITY	DATE
RFP Advertised and Issued	Feb 2000
Pre-Proposal Conference	February 29
Estimated Mailing Date of responses to Bidders' Questions	March 7
Closing Date for Receipt of Proposals	March 28
Estimated Completion date for Proposal Review	April 14
Letters of Award Issued	April 21

1.3 Contract Terms/Funds Available

As advised by the RI Children's Cabinet Panel on the Expansion and Enhancement of Early Education and Care for Low-Income Children, Rhode Island DHS has SFY 2000 Starting Right Initiative funding of up to \$750,000 for Comprehensive Child Care Services to award for proposals. In order to encourage the development of multiple CCCS Networks, individual awards will be limited to a maximum of \$250,000 per proposal. The Department reserves the right to adjust this maximum award limit to accommodate a greater number of proposals. The Department reserves the right to make awards beyond the total funding of \$750,000 if additional funds become available.

Proposals should focus on expenditures that enhance quality in programs and develop or expand services required by the certification standards. Proposals may cover annual or one-time only expenses that support development of the network and its services as an entity as well as expenditures that expand or improve individual programs and service providers participating in the network.

Expenditures may include, but are not limited to, the following:

- Renovations to improve or expand facilities *;
- Building rehabilitation and construction *;
- Minor remodeling and upgrading of facilities to assure programs meet certification standards;
- Purchase of equipment, supplies, and materials;
- Costs incurred to develop collaboration among partners;
- Staff development and training;
- Curriculum development;
- Expenses to develop and/or enhance services in all Priority Areas designated by certification standards (see Appendix I for Priority Areas);
- Community needs assessment;
- Outreach to create community linkages and partnerships;
- Outreach to eligible children and families;

- Contractual services with service providers not included in the Network Collaborative Agreement;
- Planning and program development;
- Start up salaries for staff, staff training, planning or development consultants, etc.;
- Transportation expenses [excluding purchase of vans];
- Technology equipment and information systems development;
- Other appropriate services as agreed to by Rhode Island DHS.

Restrictions on Funding: Funds granted from this Staring Right Initiative are in addition to and not a replacement of funding granted from any other resource. They should be used to enhance and expand the programs and services provided by network providers and should not supplant any current resources directed toward comprehensive child care services in individual programs.

*The Department reserves the right to limit capital expenditures [funds expended for the purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility] to 22% of the total grant awarded.

Matching Requirement: Applicants are required to match a minimum of ten percent (10%) of the grant amount. This may be in the form of cash and/or in-kind services. (See Appendix III for definition of in-kind services.)

1.4 Population to Serve

Programs must meet the needs of all families with preschool age children 3 years through entry to Kindergarten, especially low income families and children at risk due to challenging environmental conditions or indications of developmental delays or disabling conditions. Programs must be culturally relevant, inclusive, and accessible to families in their community. Programs must assure equal access for all eligible children including those involved with DCYF. Programs must provide outreach to enroll income eligible children not currently participating in any child care or child development program, including children in income eligible families not involved in the Family Independence Program or engaged in work, training or education.

1.5 Funding Priorities

Special consideration (See Appendix II: Proposal Score Sheet) will be given to proposed networks that demonstrate:

- ◆ **Established linkages** to local school districts and to a wide array of other community organizations in the network's service area including, but not limited to, those specified in Section 6.02 a. of Priority 6 in RI Certification Standards for Comprehensive Child Care Services;

- ◆ **Effective outreach strategies** to enroll income eligible families and children in both un-served (not currently enrolled in any child care or child development program) and under-served (currently enrolled in child care but not receiving comprehensive services) populations *and* to expand the network to include providers in their service area who provide child care to income eligible children in the DHS Child Care Subsidy Program;
- ◆ **Expansion** of capacity to provide comprehensive child care services in communities where unmet needs are greatest;
- ◆ **Inclusion** of children with disabilities, special health needs, developmental delays, or assessed as at-risk for developmental delays; and
- ◆ **Financial planning** that substantiates current and future strategies to build capacity by accessing additional public and private funds to expand or augment comprehensive child care services for children and families.

2. INTRODUCTION

2.1 Background

As part of the Rhode Island's early care and education initiative, Starting Right (Public Laws 1998, Chapter 31, Article 11), the Governor and General Assembly are committed to improving outcomes for young children and their families by expanding and enhancing the availability of comprehensive early care and education programs which provide social services, mental health, nutrition service, parent involvement, and transition services for children entering kindergarten.

Young children who are participants in a high quality comprehensive early education program are more likely to enter school ready to learn and achieve success in the early years of formal schooling.

In order to achieve the goal of "ready to learn" for all children, especially for those children in low income families least able to access quality comprehensive programs, the RI Children's Cabinet and the Starting Right Implementation Committee designated priorities to guide the development of a comprehensive child care services program in Rhode Island.

These included:

- establishing a high quality, age appropriate, culturally relevant child development/early education experience as the major component of any comprehensive services program;
- developing Head Start-like performance standards defining high quality comprehensive child care services for Rhode Island that encompass social services, mental health, nutrition service, parent involvement, and transition services for children entering kindergarten;
- designing a flexible delivery system open to all types of child care providers working collaboratively to provide full or part day services year round to income eligible 3 and 4

year old children and their families in a diversity of settings meeting specified standards;

- creating a certification process and monitoring program to provide accountability and assess outcomes; and
- designating an enhanced rate of reimbursement to support ongoing comprehensive child care services while utilizing some of the comprehensive child care services funds allocated in SFY 2000 to support potential providers in building capacity for provision of those services.

Guided by the Children's Cabinet, the Child Care Office of the Center for Children and Families at RI Department of Human Services, in partnership with RI Department of Education, RI Department of Children, Youth and Families, RI Department of Health and representatives from Head Start, community child care, family child care, education and social services developed and published Certification Standards for Comprehensive Child Care Services Networks in January 2000.

2.2 Purpose

Programs providing comprehensive child care services are child focused - they are designed to increase the physical, emotional, social and cognitive competence of children who may be disadvantaged economically, developmentally or environmentally. Children who are personally competent are effective in dealing with both their present environment and also later responsibilities in school and life.

Comprehensive child care programs are also family centered, viewing each child in the context of family, community, and culture, and respecting parents as the primary educators and nurturers of their children. Families are offered opportunities and support to grow and change. Adults and children are encouraged to identify their own strengths, needs and interests in order to find solutions that work for them.

To support this overall goal of strong families and capable children, effective comprehensive child care service providers make a commitment to:

- Establish a supportive learning environment for children, parents, and staff in which the processes of enhancing awareness, refining skills, and increasing understanding are valued and promoted;
- Recognize that members of every community have roots in many cultures. Families and staff, working together as a team, effectively promote respectful, sensitive, and proactive approaches to diversity issues that provide both a nurturing context and a strong model for children;

- Understand that families are empowered by opportunities to share responsibility for governance of a program, and ensure that the ideas and opinions of families are heard and respected. All participants benefit when families are treated as resources as well as beneficiaries;
- Embrace a comprehensive vision of wellness for children, families, and staff, that encompasses physical and mental health, assures basic health and nutrition needs are met, encourages practices that prevent future illness and injury, and promotes a lifestyle that supports life-long well-being;
- Respect the importance of all aspects of an individual's development, including social, emotional, cognitive, and physical growth;
- Build a community in which each child and adult is treated as an individual while, at the same time, sustaining a sense of belonging and responsibility to others in the group;
- Cultivate relationships with the larger community, so that families and staff are known, respected, and served by a network of community agencies in partnership with one another;
- Develop a continuum of care, education, and services that is responsive and appropriate to each child and family's developmental, ethnic, cultural, and linguistic heritage and experience and allows stable, seamless support to families before, during, and after their participation in a comprehensive child care services program; and
- Strive for excellence in program management to support the provision of quality services for children and families. Comprehensive service providers must establish effective systems and procedures for program, financial, and human resources management and provide staff training and development to ensure that children and families are served by individuals with the knowledge, skills, and experience necessary to achieve program excellence in meeting their needs.

2.3 Results

Building capacity to provide high quality comprehensive child care services for children and families: Using Head Start Performance Standards as a model, Rhode Island has defined network and program characteristics which will advance desired outcomes for families and children who participate in CCCS Network programs. Effective comprehensive services will provide vital supports for low-income families and increase the likelihood that preschool children in those families will be prepared to enter kindergarten ready to learn.

Network development should address the establishment of an effective, collaborative service delivery model, acceptable to all participants, capable of delivering high quality comprehensive child care services to new or currently enrolled eligible children and their families. Development activities should support:

- ◆ Successful negotiation of a strong collaborative partnership and clear collaborative agreement;

- ◆ Outreach to eligible children and families as well as to other providers in the community;
- ◆ Establishing administrative capacity and creating a strong, inclusive organization;
- ◆ Hiring and training a skilled multi-disciplinary team of professionals and support staff;
- ◆ Creating tools, procedures, and information management systems to collect and track critical data; and
- ◆ Thorough assessment of needs and resources as a basis for current and future planning and development.

Elevating services to level of best practice: An effective certified CCCS Network will be meeting positive outcomes for families and children when data demonstrates:

- Families are satisfied with services provided;
- Families are actively involved in their child's early education and empowered to serve as advocates in their child's ongoing education;
- Service intervention improves the quality of life of the families and children served;
- Service intervention improves the readiness profile of enrolled children transitioning to kindergarten and supports school success in early years of formal education;
- Linkage exists between families and children and the resources available in the community for child and family support;
- Networks blend private and public funding streams to improve and/or expand comprehensive child care services; and
- Linkages support continuity and positive transitions among education, child care and comprehensive services for families and children.

Network development should increase the capacity of the network as a whole to support these outcomes and should increase the scope and improve the quality of services in every participating program.

Rhode Island has established performance standards which define best practice for comprehensive services in six critical priority areas:

- ◆ Children's Health/Program Safety
- ◆ Early Childhood Education (including transitions within and among programs)
- ◆ Children's Mental Health & Support for Children with Disabilities
- ◆ Children's Nutrition
- ◆ Family Education & Empowerment
- ◆ Community Linkages and Partnerships

Development activities should support establishing best practice in each priority area at every participating program. Every effort should be made to design a model that delivers services to children in their primary provider site and delivers services to families in a welcoming and appropriate environment when and where it is most convenient to them.

Efforts should be made to include families in every phase of development and implementation of the comprehensive child care services program.

3. SCOPE OF WORK

3.1 Overview and Rationale

The development of Comprehensive Child Care Services Networks shall advance capacity in a community or geographic region to:

- ◆ provide ongoing systemic supports for family stability and child success;
- ◆ catalyze inclusive and effective community partnerships to meet the needs of children and families; and
- ◆ encourage significant fiscal investment in best practice for children and families by blending public and private resources.

3.2 Requirements

In order to substantiate the use of Network Development funds to achieve capacity to fully meet certification standards for Comprehensive Child Care Services Networks and implement high quality, inclusive, and responsive programming for children and families, information on the following collaborative planning activities (See Appendix I: Technical Proposal Template) as applicable to funding requests must be included in each proposal:

- ◆ **Executive Summary**
- ◆ **Proposed Outcomes/Results**
- ◆ **Previous Experience/Expertise**
- ◆ **Work Plan/Proposed Approach**
- ◆ Collaborative Design
- ◆ Special Considerations
- ◆ Accountability
- ◆ Family Involvement
- ◆ Coordination of Resources
- ◆ Network Readiness Timeline and Service Delivery Schedule
- ◆ **Budget**

3.3 Deliverables

Quarterly Program Reports: Program reports will be submitted within 10 days of the end of each quarter of the fiscal year. Reports must relate back to the expected results (as listed in Section 2.3 of this proposal) for building capacity to collaboratively provide comprehensive child care services to eligible children 3 years of age through entry to kindergarten and their families. Reports must discuss and/or give evidence that the network development grant is moving the collaborative partnership toward delivery of

services described in Certification Standards for Comprehensive Child Care Services Networks and supporting the development of high quality services in all aspects of the proposed model. Include a section on the evolution of the collaborative partnership – describe issues that arise and how these are resolved (or will be resolved) in a satisfactory way for all partners and participants.

Program Evaluation: Any funded proposal must agree to participate in a Department of Human Services authorized program evaluation undertaken within three (3) years of the grant's effective date.

Site Visits: The Department of Human Services reserves the right to make a minimum of one visit to any funded site during the period of the grant.

3.4 Method of Contracting and Payment

A schedule of funding payments will be determined during the contracting process. Those grantees pending certification who fail to meet the requirements for certification within one year of the grant award, must return the unexpended portion of the grant **plus** any equipment purchased with the grant monies.

The Department has the discretion to withhold payments if a network is not meeting agreed upon deadlines for completion of proposed work.

4. TECHNICAL PROPOSAL

4.1 General Instructions

All offerors may submit proposals to complete activities covered by this request on or before 3:30 PM, March 28, 2000. At that same time, offerors must also submit a full and complete application for certification as a Comprehensive Child Care Services Network. Proposals received after March 28, 2000 can not be considered.

Respondents are to submit one (1) original and six (6) complete copies of the Technical Proposal and Cost Proposal (Budget). Proposals should be clearly marked "Comprehensive Child Care Services Network Development Proposal" and delivered to:

Reeva Murphy
Child Care Office, 3rd Floor
Louis Pasteur Building # 57
Individual and Family Support Services
Department of Human Services
600 New London Avenue
Cranston, RI 02920

4.2 Pre-Proposal Conference

A Pre-Proposal Conference for the purpose of clarifying the scope and intent of this Request for Proposal, as well as the evaluative criteria to be employed in the review of responses to this Request, will be conducted:

**Tuesday, February 29, 2000
10:30 AM
Staff Development Room
Aimee Forand Building
RI Department of Human Services
600 New London Avenue
Cranston, RI 02920**

Individuals seeking services for the hearing impaired or individuals requiring interpreting services should contact the following individual NO LATER THAN 48 HOURS PRIOR to the conference.

Janice McMann
Child Care Office, 3rd Floor
Louis Pasteur Building # 57
Department of Human Services
600 New London Avenue, Cranston
401-462-3415 (Voice or Relay)

Information Session

An information session on Certification Standards for Comprehensive Child Care Services Networks will be offered from 9:00 AM – 10:30 AM on February 29 [prior to the Pre-Proposal Conference] in the Staff Development Room of the Aimee Forand Building at Department of Human Services, 600 New London Avenue, Cranston, RI.

4.3 Submission Format

General information: Offerors must submit proposals on one side of standard sized white paper (8.5" x 11"). Proposal margins must be 1.5 inches at the top and 1 inch at the bottom and both sides. Pages must be numbered and have the CCCS Network Primary Contractor's name on all pages. If an agency is Primary Contractor on more than one proposal, the agency must assign a grant submission number to each grant and include this on all pages. Typeset must be no smaller than 11 characters per inch and not reduced. Sections of the proposal may be identified with tabbed indexes. The entire proposal must be clipped together, not stapled or in a binder of any kind.

The Technical Proposal Template (See Appendix I) must be used for your proposal and is given to assist the offeror in presenting the proposal in the order put forth as follows:

- ◆ Cover Letter
- ◆ Executive Summary
- ◆ Proposed Outcomes/Results
- ◆ Offeror's Previous Experience
- ◆ Work Plan/Proposed Approach
- ◆ Budget
- ◆ Appendices/Additional Attachments

All sections of each proposal (including the Cover Letter) must be included in all 6 (six) copies delivered to the Department.

5. EVALUATION AND SELECTION PROCESS

5.1 Overview

Rhode Island DHS will review the Cover Letter and the contents of each section of the proposal to ensure that the instructions were followed and to determine whether each proposal meets the minimum contractor requirements and deliverables which have been defined in this RFP. This review is intended to ensure that the Technical Proposal is complete, that the contractor agrees to performance of all minimum requirements, and that the evaluation of the contents of the Technical Proposal can proceed. Proposals found by RI DHS not to meet the minimum requirements will not be considered further for evaluation.

5.2 Proposal Evaluation

Scoring/Ranking: The proposal evaluation process will be managed by the Department of Human Services. The Department will establish an Evaluation/Selection Committee. Each proposal will be read and scored by a minimum of three reviewers from the Evaluation/Selection Committee. Those proposals scoring **100 points or higher** will be ranked by the full committee. (See Appendix II for Score Sheet)
Grants will be recommended for the top ranking proposals.

Evaluation/Selection Committee: Representation is proposed as follows:

<u>Agency Name:</u>	Department of Human Services
	Department of Children, Youth, and Families
	Department of Education
	Department of Health
	Department of Mental Health, Retardation, and Hospitals

5.2 Final Recommendation for Selection

When the Department is satisfied that the evaluation process was followed and that scoring decisions and final ranking of proposals are sound and defensible, then the Evaluation/Selection Committee will prepare and transmit its ranking and awards recommendations to the Department Director. Upon approval of the results, the Department Director will make the final awards decision.

APPENDIX I

TECHNICAL PROPOSAL TEMPLATE

<p align="center">Network Development Grant Proposal for Comprehensive Child Care Services Networks COVER LETTER</p>

If a single agency is designated as Primary Contractor on more than one proposal, the agency must assign a grant submission number to each proposal and include this on the upper right hand corner of the cover letter and on each page of the proposal.

<p align="center">Proposal #</p>

For each proposal the following information on each collaborative partnership of service providers must be given:

PRIMARY CONTRACTOR:

♦ Contact Person _____

Organization _____

Address _____

Telephone # _____ Fax# _____

♦ Total Funds Requested: _____

♦ Application for certification as a Comprehensive Child Care Services Network submitted to DHS? YES _____ Application Date: _____

♦ Number of eligible 3 - 4 year old children eligible for comprehensive child care services proposed CCCS Network will serve: _____

♦ Proposed date for initial delivery of service: _____

♦ Communities served by proposed CCCS Network: _____

Signature of authorized agent of Primary Contractor:

The individual whose signature is above acknowledges and accepts the terms and conditions of this request and is tendering an offer to the Department of Human Services to provide services per the request.

Proposal #:

PARTNERS [each partner in the collaborative agreement must be listed below]:

♦ Contact Person_____

Organization_____

Address_____

Telephone #_____ Fax#_____

Signature of named partner or authorized agent:

♦ Contact Person_____

Organization_____

Address_____

Telephone #_____ Fax#_____

Signature of named partner or authorized agent:

♦ Contact Person_____

Organization_____

Address_____

Telephone #_____ Fax#_____

Signature of named partner or authorized agent:

Proposal #:

Network Development Grant Proposal for Comprehensive Child Care Services Networks
TECHNICAL PROPOSAL

General Instructions: Be clear and concise. The entire technical proposal must not exceed 20 pages.

Executive Summary:

Give a brief description of proposed network and network development activities.

Proposed Outcomes/Results:

This section must provide a clear statement of the specific network development activities and related outcomes/results that the offerer expects to achieve particularly:

A. Building capacity to provide high quality comprehensive child care services for children and families through an effective, collaborative service delivery model through:

- ◆ Successful negotiation of a strong collaborative partnership and clear collaborative agreement;
- ◆ Outreach to eligible children and families as well as to other providers in the community;
- ◆ Establishing administrative capacity and creating a strong, inclusive organization;
- ◆ Hiring and training a skilled multi-disciplinary team of professionals and support staff;
- ◆ Creating tools, procedures, and information management systems to collect and track critical data; and
- ◆ Thorough assessment of needs and resources as a basis for current and future planning and development.

B. Elevating services to level of best practice in order to achieve positive outcomes for families and children by increasing the scope and improving the quality of services in every participating program in each of these six designated priority areas:

- ◆ Children's Health/Program Safety
- ◆ Early Childhood Education (including transitions within and among programs)
- ◆ Children's Mental Health & Support for Children with Disabilities
- ◆ Children's Nutrition
- ◆ Family Education & Empowerment
- ◆ Community Linkages and Partnerships

Proposal #:

Offeror's Previous Experience/Expertise:

Offeror must give a brief description of experience and expertise relevant to collaboration and provision of comprehensive child care services of the partners involved in the proposed network and this proposal.

Work Plan/Proposed Approach:

The Work Plan must include a detailed description of the strategies and activities planned to accomplish each individual requirement **in the order set forth in the Scope of Work (Section 3.2) of this Request**, that is:

- ◆ **Collaborative Design:** Describe general plans for regular and ongoing communication amongst and between partners, include specifically how disagreements between partners will be resolved. Provide an account of how development grant funds and activities will benefit partners individually and as a collaborative. Demonstrate how the proposed network will address racial, ethnic, cultural and linguistic diversity in your community/service delivery area.
- ◆ **Special Considerations:** Describe how the proposed network and network development activities will address any or all of the five priorities in Section 1.5 of this Request for Proposals.
- ◆ **Accountability:** Describe how the network will provide oversight for quality and effective operations and how participants will ensure mutual accountability for quality services to children and families.
- ◆ **Family Involvement:** Describe how input from families will be sought out and incorporated during the each phase of developing this Comprehensive Child Care Services Network.
- ◆ **Coordination of Resources:** State your plan to utilize and distribute the resources of network partners, to access and distribute additional resources and services by contract or affiliation, and to access resources for all participants through linkages forged between the proposed network and other potential community partners specified in Section 6.02 on page 34 of RI Certification Standards for Comprehensive Child Care Services Networks.
- ◆ **Network Readiness Timeline and Service Delivery Schedule:** Provide a clear and detailed, but concise, plan for development of the proposed comprehensive child care services network. Include a planning/development phase, a start-up phase, and an implementation phase. List tasks and activities to be accomplished during each phase and time period.

Budget:

Attach budget and detailed budget narrative here. **A clear account of required 10% in matching funds (in the form of cash and/or in-kind services) must be included here.** A standard RI DHS contract budget format is included in this Appendix. Offerors may use this form or develop a format that includes **all of the information, details, and expense categories** provided on the RI DHS form. Budget pages are to be included in total of no more than 20 pages.

Appendices:

Attach any appendices after budget. These pages need not be included in 20 page limit. Appendices are not required. Appendices may include (but are not limited to): contracts for service; affiliation agreements; letters of support specific to the collaborative proposal (please do not include general support letters for individual participants); brief resumes of staff; brief descriptions of specific program models or curriculum designed or purchased to meet certification criteria in one of six priority areas; etc.

Please remember to provide one (1) original and six (6) complete copies of this Technical Proposal. Cover Letter and all other sections and pages, including Appendices, must be included in each copy.

Attach additional sheets as needed

APPENDIX II

PROPOSAL SCORE SHEET

**Network Development Grant Proposal for Comprehensive Child Care Services Networks
SCORE SHEET**

Reviewer: _____

Primary Contractor: _____

Proposal #: _____
Where applicable

Total Points Possible: 130

Total Score: _____

Instructions: Score each item and include comments to support scoring.

I. Executive Summary (10 points) Score _____

Comments: _____

II. Proposed Outcomes/Results (15 points) Score _____

Comments: _____

III. Previous Experience/Expertise (10 points) Score _____

Comments: _____

IV. Work Plan/Proposed Approach

A. Collaborative Design (10 points) Score_____

Comments:_____

B. Special Considerations (30 points)

i. Community Linkages (5 points) Score_____

Comments:_____

ii. Outreach (5 points) Score_____

Comments:_____

iii. Expansion of capacity (10 points) Score_____

Comments:_____

iv. Inclusion (5 points) Score_____

Comments:_____

v. Financial Planning/Leveraging funding (5 points) Score_____

Comments:_____

C. Accountability (10 points) Score_____

Comments:_____

D. Family Involvement (10 points) Score_____

Comments:_____

E. Coordination of Resources (10 points) Score_____

Comments:_____

F. Timeline and Service Delivery Schedule (15 points) Score_____

Comments:_____

Work Plan/Proposed Approach (85 points) Total Score: _____

V. Budget

(10 points)

Score_____

Comments:_____

APPENDIX III

FREQUENTLY ASKED QUESTIONS CONCERNING CONTRACTS

Frequently Asked Questions Concerning Contracts

I. Budget Categories Definitions

A. Personnel

1. If the employee's percentage of time on the project is less than one hundred percent (100%), then Column I: Source of Other Funds should be completed.
2. If the position is not filled initially, Employee Name (Column B) , should identify position as vacant. Please provide name of employee once positions is filled.

B. Consultant and Contract Services

1. List all consultant services by category/function – program, technical, audit, accounting, computer services, etc.
2. Additionally list all other contracted services such as equipment maintenance, building services, trash removal, etc.

C. Travel

1. In-state Travel: Provide the approximate number of miles to be traveled and the rate of reimbursement.
2. Out-of-state Travel: Provide the cost of out-of-state travel requirements to conferences etc. (number of conferences, number of people attending, cost per person, etc.)

D. Space Costs

Provide cost of mortgage, rent, lease of space, and appropriate utility costs for such space. Provide the address of each location for which space costs are budgeted.

E. Consumable Supplies

List here such items as office supplies, program and technical supplies, maintenance supplies, printing costs, postage, etc.

F. Rental, Lease or Purchase of Equipment

1. List all equipment leased or rented
2. List only equipment to be purchased which meet the definition of capital asset per PAR. 16 in the contract. That is equipment having life expectancy of more than one year and a cost greater than \$1000. For computer equipment, the cost threshold is greater than \$500. Equipment not meeting the above definition should be listed in "Other Costs".

G. Other Costs

List here all other miscellaneous costs not already identified. These costs include such items as telephone, various insurances, dues and subscriptions, staff training, and legal fees. Legal fees can be for routine work only (reviewing documents, filing reports, etc.) No litigation costs can be charged.

II. Matching Funds

Some grant programs require federal grant funds be matched in some proportion with non-federal funds. Grantees are permitted to exceed the matching requirements or "over-match" under a grant. However, if a grantee does not contribute sufficient match, federal support will be reduced proportionally to maintain the required matching ratios.

Costs used to satisfy a grantee's matching share may be financed using either or both of the following:

- Allowable costs incurred (in-kind) by the grantee; and/or
- The value of third party in-kind contributions.

In-kind Contributions

Some grantee incurred costs, such as staff support, may require a cash outlay during the grant period. Some grantee costs, such as building depreciation and use charges, may not require a cash outlay during the grant period. Together, these may be called grantee in-kind (grantee incurred) costs. Despite how they are accounted for (direct or indirect) or whether a cash outlay is required, if a cost has value and is allowable under applicable cost principles, it can be considered a grantee incurred (in-kind) cost.

Standards for In-kind (grantee incurred) Contributions

- They must be necessary to accomplish program activities.
- They must be allowable costs in order for the grantor to pay for them (entertainment costs would not be allowable, for example, being that they would not be allowable costs to the grant.)

Standards for Third Party In-kind Contributions

- They must be valued at the cost to the grantee if it had to pay for the good or service itself.
- Grantees must ensure that all third-party in-kind contributions are fully supported by written documentation.